

SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

[ ]

APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

1.1 Organisation Name: Camberley Central Job Club

1.2 Principal Contact Name: Murray Rowlands - Chairman

1.3 Organisation Contact Address (for correspondence related to the application):  
1 Woodway Camberley Surrey

Post Code: GU15 3LY

Daytime telephone no: 01276 27367

E-mail address: mRowlands@btinternet.com

Amount applied for: 1850

1.4 Please confirm your organisation is 'not for profit' Yes

1.5 Organisation Type (please tick):

Formally constituted Club/Association/Trust

Other public sector body

School/college

Other

1.6 How many members are in your organisation?  up to 25  26-50  51-75  
 76-100  101+

1.7 How long has the organisation existed? 3 years



2.5 What other activities/services are offered at this site? High Cross - a range of employment skills related to IT access, C.V. preparation, interview skills. St. Marys development of job seeking skills  
All in calculate confidence building skills

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

It is planned to offer short initial course programmes in areas such as construction, catering, warehousing security

2.7 How many people use the current facilities? 35 average

2.8 How many people will use the facilities on completion of the project? 45

2.9 Over what period will the community benefit from the completion of the project?

up to 12 months  1 to 2 years  2 to 3 years  over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?

We will be recruiting through Job Centre Plus and other sources.

2.11 Does your organisation charge a membership fee and if so, how much is the charge?

No charge is made

2.12 When was the membership fee last increased? N/A

2.13 Which parts of the local area do your members tend to come from?

St. Michaels Ward, Watchetts Ward, Old Dean, Frimley - but recruitment outside this area.

2.14 Does your organisation have open days to encourage new members?

Working with the Credit Union we are continually seeking new members

2.15 How many people regularly use your facility? 25

2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

Our membership continues to grow.

2.17 Please state how your application recognises the diverse needs of your existing and possible future members

We have the flexibility through one to one assistance to respond to a very range of needs in the job seekers who approach us.

**3. PROJECT SITE**

3.1 What is the location of the project? *The project will be principally located at St. Marys and France Hill Adult Centre.*

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

*We pay a rent for High Cross, are supported by a grant obtained by St. Marys. We work in close contact with Surrey Adult Learning.*

3.3 What is the current condition of the property and are any other works being carried out?

*All our centres are adequately and safely maintained.*

3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

*N/A*

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

**4. PROJECT COSTS**

4.1 How much grant are you applying for?

4.2 What do you anticipate the total project cost to be?

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	<input type="text" value="£1600"/>	<i>Tutor fees</i>
	<input type="text" value="£500"/>	<i>materials and practical support costs</i>

£150

£

£

certification fees, course administration

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

We will be seeking support from other sources

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received

Application has been made to Frimley Fuel Allotments. However only part of the application is for the projects outlined here.

4.6 What additional fund-raising have you undertaken?

We continue to prepare submissions for financial support.

4.7 Do your present funds contain any provision for future commitments?

No

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

None

4.9 How much additional income will be generated on completion of the project?

Unlike DWP training we enjoy no cash benefit from the success of our work with two unemployed. £

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

We operate on a very small revenue basis. Most of this goes paying rent at High Cross Church.

5. RISK

5.1 If your application is unsuccessful how will your organisation fund the project?

Continue to search for financial support

5.2 What is the risk to your organisation if the project doesn't happen?  
A lessening of its operational focus

5.3 How will you mitigate/reduce the risk? seek other funding avenues

5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?  
Seek other support.

**6. OTHER RELEVANT INFORMATION**

6.1 What age groups will you cater for?  
 >5     10     3-16     17-25  
 26-40     41-60     60+

6.2 Provision for use by which gender?  
 Female     Male     Both

6.3 Does your organisation serve specific groups (Please tick)  
 Ethnic minority groups  
 Religious groups  
 Disabled groups  
 Unemployed groups  
 Single parent family groups  
 Other (please specify)

6.4 How will the community benefit from the completion of the project?  
By providing a competent, non bureaucratic support system for the unemployed

6.5 How will you measure the success of the project?  
① The numbers achieving employment  
② Observed sense of physical and emotional wellbeing

6.6 How did you become aware of this fund?  
Through the NW Surrey Volunteer organisation

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**DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years *See enclosed statement*
- Copies of statements of current or investment account balances (as at date of application)
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- Evidence you have applied to other sources of funding

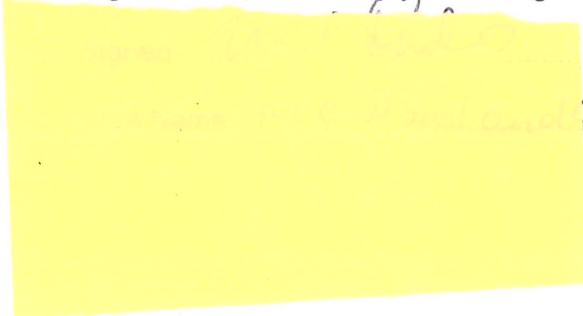
Also, if applicable:

- Proof of tenure of the property
- Copies of building regulations or planning permission
- Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.



..... Position: *Chairman*.....  
..... Date: *18/12/14*.....

## **Surrey Heath Community Fund Grant Scheme**



### **Supporting statement from Camberley Central Job Club**

This is a crucial bid recognising the priority of training for Surrey Heath and the complete absence of training for adults in the Borough.

The grant will be used for initial pump priming towards later more comprehensive schemes to be funded through the M3 Financial Development Scheme. Our target group is the post 18 age group seeking the skills towards career development. It will include those returning to work after raising children.

A programme of courses is currently being negotiated with the assistance of Surrey Adult learning and will be set out in a programme to be published early in the New Year.

It includes: training in IT skills to facilitate easy access to universal job match, (a trial course for this has already occurred), CSIS certificate mandatory for access to construction sites, forklift certificate for warehouse work, food/hygiene certificate for catering, course in security training. Introductory courses leading further study in plumbing carpentry, and bricklaying are planned.

For some of these courses Camberley Central Job Club will be a provider for the Department of Work and Pensions. In this case funding will be available to match to grant from the Borough.